

REAL ESTATE SERVICES

POLICY DESCRIPTION FORM

Department/Group: Real Estate Services/Internal Services Budget Code: AAA RPR
 Title: Restoration

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 182,470	\$ 189,000

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Real Property Agent III	91,235
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_____	_____	_____

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 182,470 \$ 189,000

REVENUE (specify source)

Current Services	182,470	189,000
_____	_____	_____
_____	_____	_____

Total: \$ 182,470 \$ 189,000

LOCAL COST \$ 0 \$ 0

REAL ESTATE SERVICES

Policy item #1 – Restoration of 2.0 Real Property Agent III

A Senior Real Property Agent (RPA) with ten years experience was placed on administrative leave February 1, 2002 and terminated October 24, 2002. The position was not filled pending an appeal by the employee to the Civil Service Commission. On March 19, 2003, the Commission denied the appeal for reinstatement and upheld the termination. Real Estate Services Department (RES D) desires to fill the position with a more experienced RPA III. The cost of this RPA III will be fully reimbursed by revenue from direct charges for service; will not increase local cost; and is not part of the RESD 30% Cost Reduction Plan. If this position is not filled, leases will not be properly managed and could go into holdover for extended periods.

In 2002-03 an increase in the property management, appraisal, and acquisition workload was anticipated and the budget included salary and benefit costs for two higher-level RPA positions; however, no classification action was requested pending the hiring of a new director for RESD. A new director was hired in August 2002. Subsequently, a classification study was completed. On December 10, 2002, the Board approved 2.0 RPA III positions subject to the presentation of a report on changes in leased space by department from 1997 through 2002. The report was presented on January 28, 2003. On January 29, 2003, the Board instituted a hiring freeze.

RESD has received requests for appraisal and acquisition services from county departments that cannot be satisfied at the current staffing level. An analysis of workload for 2003-04 and beyond indicates the current workload level will be sustained and likely increase. RESD can satisfy this demand for service by filling one of the higher-level positions newly budgeted in 2002-03. If this position is not filled, departments will be forced to hire less efficient, more costly consultants for appraisal and acquisition services.

The cost of this RPA III will be fully reimbursed by revenue from direct charges for service; will not increase local cost; and is not part of the RESD 30% Cost Reduction Plan.